

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Chaplain

Class Code: 70260

A. Purpose:

Performs religious and counseling work by conducting religious services and providing instructional and spiritual guidance to institutionalized clients, and serves as a liaison between clients and their home pastor, church, and family.

B. Distinguishing Feature:

The Chaplain is an ordained member of a religious denomination and performs religious and counseling work for patients, residents, inmates, and others.

The Religious Activities Coordinator arranges for volunteers to provide spiritual and religious activities for the patients, residents, inmates, and others.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Provides religious services to serve clients' needs for religious guidance.
 - a. Conducts chapel services.
 - b. Administers rites and sacraments.
 - c. Conducts funeral services as needed.
2. Attends to clients' personal needs to provide guidance and moral support.
 - a. Counsels, visits, and writes letters as necessary for clients.
 - b. Leads group therapy sessions in the alcohol treatment program.
 - c. Consults with institutional staff on religious problems.
3. Coordinates volunteers and local church groups to provide additional religious services for clients.
4. Maintains records and reports for use in chapel budget requests.
5. Serves with the clinical staff to aid clinical staff in patient recovery and therapy.
6. Performs other work as assigned.

D. Reporting Relationships:

Typically provides work direction to volunteer clients and other volunteers.

E. Challenges and Problems:

Challenges include motivating and serving clients with a variety of physical or mental disabilities; and communicating abstract religious concepts to those at varying levels of functioning.

Problems facing the incumbent include coordinating and developing religious activities within the budgetary restraints of the institution and meeting clients' needs within time constraints.

F. Decision-making Authority:

Decisions include the number and types of services, literature, films, and activities offered and the recruitment of volunteers and prioritization of work.

Decisions referred include moneys available for a program, medical problems of patients, final approval of volunteers recruited, and clearance for group tours and presentations.

G. Contact with Others:

Daily contact with clients and institutional staff for counseling; weekly contact with volunteers, clients' families, and other religious resource people to conduct counseling and additional religious services; and occasional contact with social workers and case managers to review clients' behaviors.

H. Working Conditions:

The incumbent works within a state institution or correctional facility and is subject to verbal abuse and possible physical harm from potentially violent residents or patients.

I. Knowledge, Skills and Abilities:

Knowledge of:

- theology, religious denominations and various religious practices;
- attitudes, problems, and behavior of individuals involuntarily confined;
- psychological, mental, social, and spiritual needs of persons involuntarily confined;
- counseling methods and techniques;
- effective methods of supervision.

Ability to:

- communicate effectively with groups and individuals;
- direct and conduct activities that promote the spiritual development of patients, residents, inmates, and others;
- conduct religious services and perform as an ordained religious leader;
- supervise;
- deal with the spiritual needs and problems of institutionalized persons.